As CNIC transitions from full spectrum COVID response to our ‘new normal’, we must do so in a safe, controlled, and premeditated manner. While this framework is provided as a general guide, it is everyone’s responsibility to tailor mitigation measures to their specific workplace and mission while protecting the health and safety of your workforce and those we support. Throughout this transition, continue appropriate Force Health Protection Condition (HPCON) measures, including physical distancing protocols and hygiene guidelines to the maximum extent practical. Develop and share this guidance and be prepared to adjust as conditions dictate. Ensure your workforce and our supported Fleets, Fighters, and Families know what services can be expected as we work through various stages in our transition. Lastly, ensure our planning covers not only transition back to a ‘new normal’, but also immediate response steps if a positive test for the virus impacts one of our mission areas.

Table of Contents

Health Protection Conditions .............................................................................................................. 3

Stage 0: Enterprise Wide Conditions for Reset .................................................................................. 4
Stage 1: Reconstitute the Staff ........................................................................................................... 5

Program Specific Guidance ............................................................................................................... 6

CACO/FH ............................................................................................................................................ 7
Public Affairs ....................................................................................................................................... 8
Inspector General ................................................................................................................................. 10
Office of General Counsel .................................................................................................................. 11
Religious Programs ............................................................................................................................. 12
Total Force/CIVPERS/EEO .................................................................................................................. 13
TPU/Shore Corrections ......................................................................................................................... 15
Fire and Emergency Services ........................................................................................................... 16
Port Operations ................................................................................................................................... 18
Air Operations ...................................................................................................................................... 20
Force Protection ................................................................................................................................. 22
Safety .................................................................................................................................................. 24
Training and Exercises ....................................................................................................................... 26
Emergency Management ................................................................................................................... 27
Facility Services/Other PWD Services ............................................................................................... 28
Information Technology ..................................................................................................................... 30
Comptroller ....................................................................................................................................... 31
Family Services .................................................................................................................................. 32
Fleet Readiness (N92) Common Actions ........................................................................................... 33
Galley .................................................................................................................................................. 34
Deployed Forces Support .................................................................................................................. 35
Fitness Centers .................................................................................................................................. 36
Aquatics ............................................................................................................................................ 37
Intramural Sports .............................................................................................................................. 38
Liberty/Single Sailor .......................................................................................................................... 39
Library .............................................................................................................................................. 40
Community Recreation ...................................................................................................................... 41
Auto Skills ...................................................................................................................................... 43
Bowling ............................................................................................................................................ 44
Golf .................................................................................................................................................. 45
Marina .............................................................................................................................................. 46
Motion Pictures/Theaters ................................................................................................................ 47
Recreational Lodging ....................................................................................................................... 48
Navy Gateway Inns and Suites (NGIS) ........................................................................................... 49
Child and Youth Programs .............................................................................................................. 50
Food and Beverage .......................................................................................................................... 53
Housing - Family ............................................................................................................................. 54
Housing - Unaccompanied ............................................................................................................. 55
Wounded Warrior ............................................................................................................................ 56
HEALTH PROTECTION CONDITIONS (HPCON)

Ref. DoD-I 6200.3 Public Health Emergency Management with the DoD

HPCON 0: Normal Baseline

- Routine: Normal operations. Prior to community transmission. Maintain standard precautions such as routine hand washing, cough on sleeve, good diet, exercise, vaccinations, education, routine health alerts, and regular preparedness activities.

HPCON A: Report of Unusual Health Risk or Disease

- Limited: Health Alert. There are instances of people who have been infected, including some who may not be sure how or where they became infected. Communicate risk and symptoms of health threat to installation; review plans and verify training, end use material inventory, and posture; prepare to diagnose, isolate, and report new cases.
  - Social distancing is implemented; increased cleaning and sanitation in the workplace; increased personal hygiene practices recommended.

HPCON B: Outbreak or heightened exposure risk

- Moderate: Strict hygiene (no handshaking, wipe common-use items). People have been infected with the virus in more than one location, but how and where they became infected may not be known. If exposed, self-isolate (wear mask or remain home); avoid contaminated water/food or risk area; vector controls if applicable.
  - Maximize use of telework for eligible personnel; begin leveraging technology for virtual meetings; limit gatherings to no more than 10 people with social distancing in place; travel restrictions and limitations are in place.

HPCON C: High morbidity epidemic or contamination

- Substantial: Social distancing. People have been infected with the virus in more than one location, but how and where they became infected may not be known, and the spread is ongoing. Limit or cancel in-person meetings, gatherings, TDY assignments; utilize face coverings.
  - Limited personnel on base; face coverings are required on DoD property (where physical distance separation cannot be maintained); telework executed to the maximum extent possible; travel restrictions in place; medical screenings, to include taking temperatures, conducted at facility and/or installation entry control points.

HPCON D: High mortality epidemic or contamination

- Severe: Restriction of movement (e.g., quarantine). People have been infected with the virus in more than one location, but how and where they became infected may not be known; the spread is ongoing and includes the majority of regions. Mass evacuation; mass decontamination; subsist on secure food/water sources.
  - Mission essential personnel (MEP) only on base; base access severely restricted.
STAGE 0: ENTERPRISE WIDE CONDITIONS FOR RESET

Health screening questionnaire at facility entrances
- Employees should be encouraged to complete checklist before coming to work.
- Utilize in conjunction with temperature checks for enhanced screening.

Temperature checks at facility entrances (as directed)
- Develop plan to eliminate congregations of individuals at check points.
- Ensure Cloth Face Coverings (CFCs) are used by all personnel entering a building.
- Ensure hand sanitizer available in high traffic areas.

100% CFC usage inside buildings where physical distancing cannot be maintained

Contracted cleaning and sanitization of work areas and facilities

Review MFT and adjust workforce to meet must complete Assessments, Certification, and Training

Daily cleaning of uniforms / other organization equipment and clothing

Customer interface booths / desks outfitted with face shields

Meetings limited to numbers capable of maintaining physical distancing requirements
- Continue to maximize virtual meetings as possible.
- Ensure meeting rooms are cleaned after each meeting.

Consider reconfiguration of work areas
- As appropriate, adjust workforce time and attendance; take into consideration other factors such as Blue/Gold shifts, continued telework, ability to ‘cube distance’, etc.
- Facility workspace configuration and occupancy levels should consider physical distancing requirements.
- May include moving furniture or equipment, installing additional partitions, updated signage/markings, etc.
- Close common spaces if not required (break rooms, kitchens, water fountains, etc.).
- Install hand washing stations as needed.

Identify key populations requiring COVID testing

Maintain distributed workforce as aligned with workforce reconstitution guidance (pg. 5-6)

Maintain all other directed FHP measures
- Prop doors open as possible, wipe other doors down regularly.

Release communications plan to workforce and tenants on reset
- Update all social media/web pages for applicable hours/services availability.

Continue to validate telework agreements
STAGE 1: RECONSTITUTE THE STAFF

Step 0: Set conditions for Reset

- Identify personnel that will need to reset / return-to-the-workplace first. Plan for and communicate with all employees what Step they can expect to reset / return-to-the-workplace. Communicate expectations as soon as possible.
  - Consider other impacts such as childcare availability, dependent support, etc.
- Identify all staff that "Need Extra Precautions" per CDC guidelines (formerly ‘high risk’). This includes those with underlying chronic medical conditions and “others at risk” such as those who are pregnant or those with disabilities.
  - Per OPM guidance, CNIC should allow all personnel to ‘self-assess’ and report to their immediate supervisor that they are in one of these populations. They will not be required to discuss medical diagnosis or be required to obtain certification from a medical provider.
  - Supervisors, per OPM guidance, may also consider exceptions for those staff that are caregivers for or reside with persons needing “extra precautions” per CDC.
- Establish alternate work arrangements to complement phased reset plan in accordance with OMP guidance.
- Create guidance wearing of Personal Protective Equipment (PPE) in the work place. Identify any job specific PPE needs and acquire prior to employee return.
- Identify priority essential travel required once DOD, Federal, and state guidelines allow.
- Coordinate with F&FS to identify resources for mental health support.

Step 1: Early Workforce Reset (Risk Avoidant)

- Thoroughly clean of all workspaces in accordance with CDC guidance. Implement plan for periodic cleaning of workspaces per CDC guidelines.
- Begin phased reset of identified personnel for limited periods and continue with maximum telework for all staff as able.
- No personnel identified as "Need Extra Precautions" or “others at risk” per CDC guidelines will return during this period.
- Continue social distancing guidelines and established office/workspace cleaning per CDC guidelines.
- Adjust staff and work conditions with maximum flexibility as necessary to move towards Step 2.
- Continue to identify and inform employees of future timelines for reset and need for alternate work arrangements per OPM guidance.
- Continue to ROM new employee hires as required.

Step 2: Intermediate Workforce Reset (Improving Local Conditions)

- Execute pre-planned reset of personnel in accordance with continued use of telework per OPM guidelines.
- No personnel identified as "Need Extra Precautions" or “others at risk” per CDC guidelines will reset during this period.
- Continue social distancing guidelines, use of PPE, and established office/workspace cleaning per CDC guidelines. Continue plan for regular cleaning of workspaces. Modify as needed.
As local conditions change, BPT shift to Step 1 or 3 as necessary.

**Step 3: Maximized Workforce Reset (Limited Contagion Risk)**

- Execute pre-planned reset of personnel with minimal use of expanded telework per OPM guidelines. Incremental reduction of expanded telework as conditions allow in local area.
- Phased reset will only continue as long as ‘gating criteria’ continues to be met at DOD facility and within the state/county.
- Continue alternate work arrangements and use of cohorts for identified personnel as needed. Incremental reduction as allowed based on individual needs and conditions in the local area.
- Personnel identified as "Need Extra Precautions" or “others at risk” per CDC guidelines will begin to reset during this period. Identified personnel will work with their immediate supervisor to identify best timeline and process for reset.
- Travel may resume to/from areas that have both reached phase 3. This will be on a case-by-case basis, as allowed by DOD guidelines and as approved by the Commanding Officer.
- Continue social distancing guidelines, use of PPE, and established office/workspace cleaning per CDC guidelines.
CACO/FH

Stage 0, 1: Function Specific Actions
  o Open coordination with FH Supporting Units to determine ability to support

Stage 2: Initial Reset to Service
  o Coordinate with PERS-00C, Echelon 1 on planned changes to CACO/FH support
  o PNOK in-person notification by CACO; following meetings occur both virtually and in-person
  o SNOK/other notification by virtual methods
  o FH support remains on hold
  o Continue weekly RPM virtual meetings

Stage 3: Full Service Restoration
  o Continue to coordinate with PERS-00C/Echelon 1 on planned changes to CACO/FH support
  o All CACO notifications in person
  o New FH support on a case by case basis; begin scheduling suspended FH requests
  o Increase FH capable units

The ‘New’ Normal (sustain for 6 months)
  o Schedule and perform all FH requests

Reflash
  o Office Case:
    ▪ Evaluate staff reconstitution and reset Step as required
  o CACO Field Case (after notification):
    ▪ Consider shift to virtual communication
    ▪ Possible shift in CACO duties
    ▪ Monitor CACOs/FH supporting units for availability
PUBLIC AFFAIRS

Stage 0, 1: Function Specific Actions

- PA is currently able to conduct most of our mission while maximizing telework opportunities and can continue to operate via telework indefinitely.
- Continue daily/weekly calls with higher headquarters, other stake holder commands, and subordinate units as appropriate.
- Verify that command PAOs and Deputy PAOs have been issued a command cell phone. Where PAO/DPAOs do not have a command cell phone, work to have those positions re-prioritized to be issued one.
- Where applicable, consider using underutilized non-labor funding that is not being used for travel in FY21 to invest in equipment and technology (iPads, hot spots, non-Navy networked laptops and software, etc.) required to sustain continued telework, and conduct virtual town halls, social media engagements, media engagements, etc. Continue to learn from industry best practices and adoptions made during COVID.
- Continue to work with N6 to complete all required paperwork for access to needed social media sites from government computer systems.
- Document which primary PA tasks are not able to be completed with a majority of the workforce teleworking. (Note: do not include event like media for Fleet Weeks, which were canceled to avoid large gatherings.)
- Document training requirements, such as in-person classes, which were not able to be completed due to COVID related travel restrictions.
- Investigate a CNIC-specific PA training program or virtual symposium that could be implemented even with travel restrictions. Encourage continual cross-training at the local level to increase PA ability to “surge” if needed.
- Ensure PA leadership is monitoring mental health of workforce, especially those who are primarily responsible for monitoring and posting on social media platforms. (There is a documented correlation between time spent on personal social media accounts and depression that we should assume also relates to command social media accounts.)
- Where applicable, work with command to determine virtual onboarding procedures for new hires.
- Work with other functional areas and draft Public Affairs Guidance (PAG) to answer FAQs about what CNIC enterprise is doing to protect the health of the work force and tenant commands as commands return-to-the-workplace. After CHINFO approves PAG, Installation/Region PAOs would be able to answer local media queries. Be prepared to update the PAG as move through each Stage.

Stage 2: Initial Return to Service

- As some functional areas commence initial Return to Service, identify opportunities to highlight the Service changes being made on social media and/or Navy.mil articles/support external media requests to visit installations. Weigh the potential ROI, the anticipated negative reaction, tenant command considerations and the risk to the PA staff prior to committing to any action.
o Continue daily/weekly calls with higher headquarters, other stakeholder commands, and subordinate units as appropriate and continue to share best practices and lessons learned at all levels.

Stage 3: Full Service Restoration

o Continue to identify ways to highlight ongoing Service changes.
o A large group gatherings are authorized, anticipate increase in leadership speaking requests at ceremonies, commemorations, local community events, etc. Continue to assess the ROI on attendance, risk to health (especially for senior leaders) and if there are virtual options that limit the health risk to the force.
o Ensure that COVID communications remain at an appropriate level to ensure the force has the information they need for health and safety. Err on the side of COVID mitigation methods to do everything we can to prevent a "reflash" situation.
o Work with other functional areas and to update FAQs about what CNIC enterprise is doing to protect the health of the work force and tenant commands as work toward Full Service Restoration. Anticipate continued interest in medical testing, testing policy, health screening, etc.
o Ensure that communications are in place to notify appropriate publics of the resumption of key leader engagements, community outreach events and community relations functions. These communications should include information on precautions put in place prior to the resumption of the programs, and a reminder that operations may revert to COVID-19 conditions in the event of a spike.

The ‘New’ Normal (sustain for 6 months)

o When large group gatherings for pro-active, Navy scheduled community events (such as Fleet Weeks, commemoration events, etc.) are authorized, determine how to provide PA support while still following current health guidelines and restrictions. Even with an in-person option, consider health risk to force and the community when determining the number of people, event venue, and scale of event. A combination of in-person/virtual solutions should be considered.
o When in-person schools, conferences and symposiums are authorized, determine the priority based on local mission requirements. Ensure planning requirements include the most recent health and safety guidelines.
o Support communications to notify appropriate publics of the continuation of key leader engagements, community outreach events and community relations functions. These communications should include information on precautions put in place prior to the resumption of the programs, and a reminder that operations may revert to COVID-19 conditions in the event of a spike.

Reflash

o Return to stage 0 or applicable stage based on HPCON level.
o Many installation PA offices are only one or two deep, so if PA member becomes ill it could have a significant impact on communication capacity. Consider having Region PA offices "take over" social media platforms as required or supplement with outside resources.
Inspector General

Stage 0, 1: Function Specific Actions

- Comply with enterprise-wide guidance on conditions for reset and reconstitution of staff.

Stage 2: Initial Return to Service

- Determine immediate travel requirements and priorities, if any, consistent with established travel restrictions.
- Continue assessment of mission impacts. Where feasible, HQ and Region IGs continue with existing mitigations for Hotline Investigations and Internal Oversight utilizing virtual or remote engagements unless travel and in-person meetings are essential to mission accomplishment. Identify known changes to Internal Oversight and External Oversight/Audit Liaison schedules and related adjustments or mitigations.
- Determine demands from external agencies and evaluate requirement for physical presence by HQ, Region, or Installation staff. Determine if the commands and programs under audit have the bandwidth, capability and capacity, to support under remaining constraints.
- Monitor staff behavior and ability to adapt from isolation.

Stage 3: Full Service Restoration

- Continue Hotline Investigations and Internal Oversight inspections in support of mission requirements, maintaining mitigations where necessary. Reprioritize and tailor Hotline Investigation and Internal Oversight plans through remainder of FY.
- Continue to monitor staff behavior and performance through transition from mitigations.
- If authorized, begin limited travel IAW established policies and restrictions. Determine if sustaining virtual practices and services is effective and appropriate. Determine potential impacts on command or targeted inspections where inspected commands and programs may remain pressurized or limited through reset stages.
- Continue to evaluate External Oversight/Audit Liaison demands from external agencies.

The ‘New’ Normal (sustain for 6 months)

- Continue execution of Hotline Investigations and Internal Oversight inspections in support of mission requirements, maintaining mitigations where necessary.
- Sustain COVID protections and staff surveillance measures IAW all mandates and directives.
- Continue to monitor staff behavior and performance.
- Monitor effectiveness of full service restoration.
- Evaluate efficiencies of remaining virtual engagements and transition from mitigations, if any.
- Identify and address necessary changes to policies and practices.
- Identify any impacts to training or staff readiness.

Reflash

- Return to applicable stage based on HPCON level or isolated exposures.
- Determine immediate impact to staff and mission requirements.
- If appropriate, revert to telework status.
OFFICE OF GENERAL COUNSEL (OGC)

Stage 0, 1: Function Specific Actions

- Assess Attorney Training Requirements. Ensure individuals have access to legal education classes that satisfy licensing requirements and expected CNIC demands.
- Evaluate CNIC Battle Rhythm Event Support. This includes assessing whether conference calls are acceptable alternatives to in-person attendance.
- Assess Upcoming Travel Requirements. Determine whether the events can be postponed, attended virtually, or subject to a waiver request.

Stage 2: Initial Return to Service

- Resume in-person meetings with DON General Counsel and other OGC leadership.
- Conduct litigation: evidentiary hearings, fact findings and discovery (EEOC, MSPB, FLRA, Federal Court, other forums).

Stage 3: Full Service Restoration

- Develop continuing legal education training schedules. Submit waiver requests as may be required.
- In-person Ethics training for OGE 450 filers.
- Annual CNIC OGC Management Meeting
- Travel to visit field Offices of Counsel in compliance with General Counsel performance expectations

The ‘New’ Normal (sustain for 6 months)

- Approve individual work schedules.
- Approve individual development plans.
- Schedule COOP exercises.

Reflash

- Return to stage 0, reassess telework in affected workspace.
RELIGIOUS PROGRAMS

Stage 0, 1: Function Specific Actions

- Deep clean sanctuary and classrooms.
- Revise "Common Chapel Practices" to support physical distancing. Determine requirements for continuing virtual services alongside live services.
- Recall AD staff members and contract clergy. Musicians, childcare workers, and education leaders will return as needed for events.
- Ready announcements for moving from virtual only to live/virtual services that include descriptions of revised Common Chapel Practices.
- Determine which activities will not occur in initial return to service.
- Determine RO requirements/restrictions for manner and form for delivery of RM/worship services during social distancing. Coordinate with PAO to announce future resumption of services.

Stage 2: Initial Return to Service

- Begin live services under revised "Common Chapel Practices."
- Ensure steps are taken to comply with RO restrictions and social distancing.
- Determine what services will be added with full restoration of services.
- As staff members are in local area, there should be little delay in fully restoring services.
- Expand delivery of in-person chaplain care/counseling.

Stage 3: Full Service Restoration

- Secure appropriate time specific materials needed for education programs.
- Expand options for virtual worship and counseling.
- Operate under revised "Common Chapel Practices" as needed.
- Fully restored chaplain care/counseling.

The ‘New’ Normal (sustain for 6 months)

- Expand options for virtual worship and counseling.
- Operate under revised "Common Chapel Practices" as needed.

Reflash

- Scale down/discontinue live services.
- Increase virtual outreach.
- Scale down/limit in-person chaplain care/counseling.
TOTAL FORCE/CIVPER/EEO

Stage 0, 1: Function Specific Actions

- Operations will increase from DON/OCHR modified servicing and limited movement requirements once reconstitution is established IAW OCHR & DCPAS guidance.
- Ensure Employee Support Service are in place (CEAP, FFS, etc.) to address emotion/mental well-being of employees.
- Coordinate with OCHR Service Center to develop hiring action plans that were deferred (non-local moves).
- Continue virtual onboarding actions for local hires.
- Continue EEO functions in virtual environment and continue to hold investigations and requests for hearings vice forwarding to EEOC with timelines waived per EEOC direction.

Stage 2: Initial Return to Service

- Coordinate with OCHR/DCPAS on required exceptions or continued modification requirements for serving support.
- Once Stop Movement Order lifted:
  - Initiate PCS for those in holding pattern
  - Address outstanding LQA, TQSE, TQSA requirements
  - Resume no-cost, non-local onboarding
- By appointment only servicing - Remain closed to walk in customers.
- Address vacancy backlog and plan for movements based on operational priorities as applicable (OCONUS).
- Evaluate ongoing availability of service provide by outside entities that affect onboarding services (Passports, Finger Printing, Drug Testing, DEERS/CAC Physicals etc.).
- Address Compensation Entitlements as appropriate IAW OPM guidance (Hazardous Duty, Workers Comp, Annual & Premium Pay Limitations, etc.)
- Union Notifications.
- Reevaluate availability of Training/Certification Program.
- Continue EEO functions in virtual environment and continue to hold investigations and requests for hearings vice forwarding to EEOC with timelines waived per EEOC direction.
- Coordinate with EEOC to complete plan for revising timelines and submission requirements for requests for hearings.

Stage 3: Full Service Restoration

- Continue to coordinate with OCHR/DCPAS on planned changes to serving support.
- Continue communication with higher headquarters and other tenant/stakeholder commands to share best practices and lessons learned.
- Initiate Return to Permanent Duty Station for Authorized/Ordered Departures.
- Monitor Staffing Levels/Hire temp surge support if required.
- Complete all pending onboarding and hiring action based on operational priorities.
The ‘New’ Normal (sustain for 6 months)

- Update TF policies as required to reflect “The New Norm”.
- Revise processes and policies based on lessons learned.

Reflash

- Return to applicable stage based on HPCON level or isolated exposures.
- Determine immediate impact to staff and mission requirements.
- If appropriate, revert to telework status.
TPU/SHORE CORRECTIONS

Stage 0, 1: Function Specific Actions

- Continue to monitor over-capacity due to Sailors not being able to transfer.
- Access services that may be needed immediately to support mission, and which should be staged (or what services were impacted by the stop movement of military personnel).
- Coordinate with PERS-00D for any waivers that may be needed for over population due to pandemic.

Stage 2: Initial Return to Service

- Access Staff, Sailors and Visitors entering TPU and ensure they are in compliance with Health Screening Questionnaire by posting on Main Entrance doors and adherence to current guidance.
- Weigh the potential ROI, the anticipated negative reaction, tenant command considerations and the risk to the TPU staff prior to committing to any action.
- Continue communication with higher headquarters and other stake holder commands to share best practices and lessons learned.
- Monitor staff behavior and ability to adapt from isolation and transition.

Stage 3: Full Service Restoration

- Continue to monitor Staff, Sailors and Visitors entering TPU and ensure they are in compliance with Health Screening Questionnaire posted on Main Entrance doors.
- Provide contract for sanitations services at all TPU / Shore Corrections Facility sites.
- Ensure common areas / spaces kept clean.
- Monitor social gatherings to ensure all are not showing signs of COVID-19 or any other Flu related symptoms (Staff/Transients/Visitors).
- As Sailors are able to PCS, Transfer, and separate, monitor well-being of those left behind.

The ‘New’ Normal (sustain for 6 months)

- Monitor all Staff, Transients, and Visitors with vigilance while exercising all safety protocols.
- Incorporate lesson learned into policy documents.
- Monitor staff and Transients behavior and ability to adapt to the new norm.

Reflash

- Determine impact on local TPU location and workforce. Reset to appropriate stage and step as required.
FIRE & EMERGENCY SERVICES

Stage 0: Set Conditions for Reset
- Identify special cleaning requirements for Fire Stations, vehicles, and PPE.
- Determine wellbeing of the firefighters and their families; provide/refer to critical incident stress management (CISM) team as needed.
- Identify storage requirement(s) for the additional personal protective equipment (PPE) to maintain readiness if needed rapidly or after return to normal Operations.
- Identify and mitigate fire station deficiencies hindering or preventing in-station HPCON operations.
- Determine critical training requirements (live fire, CPR, EVOC, etc.) and other training deficiencies.
- Prepare training plan for non-critical training subjects.
- Communicate firefighter training structures and props field maintenance and training requests with CNIC F&ES contracting officer’s representative to develop a prioritized scheduling plan.
- Work with tenant commands to re-schedule major audits and inspections.
- Coordinate with NAVSEA to reschedule major shipboard fire drills.
- Work with PWD to establish individual sleeping rooms in all fire stations (single bunking).
- Establish/revise SOP to enforce fire station visitor policy for families and guests.

Stage 1: Reconstitute the Staff
- Reconstitute firefighter and HPCON PPE as required.
- Upon approval restart Live Fire Training Device Maintenance contract.
- Coordinate with NAVSEA to resume audits and major shipboard fire drills.
- Schedule travel for drills, evaluations, truck inspections, etc.
- Begin critical training (live fire, CPR, EVOC, etc.) and other training deficiencies.
- BPT to return to Stage 0 if directed.

Stage 2: Initial Return to Service-
- If travel restrictions are lifted, resume normal travel for inspections, training and required conferences.
- Start live fire and all other training, focus on most delinquent first, airfields, ports, etc.
- Reschedule firefighter annual occupational health assessments as required.
- Complete critical training requirements (live fire, CPR, EVOC, etc.) and other training deficiencies.
- Continue training plan for non-critical training subjects.
- Inventory and document HPCON PPE in ESAMS.
- Resume normal berthing at fire stations, focus on limit social distancing where possible.
- Restart full schedule of fire prevention inspections and public education.
Stage 3: Full Service Restoration

- Resume day to day classroom training.
- Evaluate all actions in stage 1 and stage 2, to determine if adjustments are needed or if SOPs should be developed for the "new" normal.
- Store HPCON PPE.
- Evaluate readiness at full service at new normal conditions.

The ‘New’ Normal (sustain for 6 months)

- Based on current conditions, establish fire station visitor control access for family and guests only as required.
- Codify procedures to BPT return to stage 0 in the event of a reflash.
- Constantly review all actions in stage 1, stage 2 and stage 3 revise “new normal” SOPs and management plans.

Reflash

- Restrict fire station visitation.
- Re-implement physical distance for fire station bunking.
- Coordinate with municipal providers regarding provision of mutual aid.
- Follow direction of higher authority. As soon as possible, revert to Stage 0 actions, based on planned arrangements from Stages 2 and 3.
Port Operations

Stage 0: Set the Conditions for Reset

- Identify and prioritize inspections, assessments, certifications and training events that were canceled to begin at stage 2 and 3 (assess feasibility of accomplishing some virtually).
- Establish COVID testing guidance of MEP such as harbor pilots to protect fleet “bubbles”.
- Identify routine cleaning and disinfecting requirements for facilities, workshops, tools, equipment, vehicles, boats & craft.
- Establish controlled storage, issue and disposal requirements of PPE and disinfecting supplies. Maintain a minimum of 30/60/90 day supply of resources.
- Identify COVID-related training requirements and institute a plan to ensure personnel are in compliance per requirements.
- Ensure critical NEC W14A (Enlisted Harbor Pilot) and NEC W07A (Tug Master) manning is sufficient to support operations; request HYT and PRD extensions as needed.
- Review PRDs of other key personnel. Assess impact of forecasted staffing on operations. Develop proposed PRD adjustments as needed to ensure continuity of operations.
- Identify small boat and spill response training shortfalls and develop a plan to mitigate potential impact.
- Work with stakeholders to establish policy to ensure foreign ships visiting comply with agricultural, customs and PPE requirements.

Stage 1: Reconstitute the Staff

- Schedule inspections, assessments, and certifications events that were canceled to begin at stage 2 and 3.
- Comply with COVID testing guidance of MEP such as harbor pilots to protect fleet “bubbles”.
- Schedule COVID-related training requirements and institute a plan to ensure personnel are compliant with PPE and social distancing.
- Ensure Dock Masters supervising ship movements are enforcing stringent PPE policy with line handlers as social distancing is unlikely to be maintained during evolutions.
- Execute deep cleaning and disinfecting requirements for facilities, workshops, tools, equipment, vehicles, boats & craft.
- Review and update CDC cleaning and disinfecting guidelines.
- Evaluate all actions in stage 0 and 1.

Stage 2: Initial Return to Service

- Assess and continue routine cleaning and disinfecting requirements established and adjust as required.
- Continue to manage PPE and disinfecting supplies, assess 30/60/90 day supply.
- Monitor PRD’s of critical NECs and key personnel and work with PERS through N1 and N31 to mitigate shortfalls.
- Resume small boat, spill response and local training requirements. Reduced class size may be required to maintain social distancing, implement stringent PPE and disinfecting requirements where social distancing is difficult to maintain.
o Continue to work with stakeholders to ensure foreign ships are compliant with agricultural, customs and PPE requirements.
o Permit navy and contract tugs to resume Brief Stop Personnel (BSP), personnel transfers and training support with restrictions to maintain social distancing.

**Stage 3: Full Service Restoration**

- Commence full service operations incorporating stages 0 through 3.
- Implement current CDC guidance.
- Create lessons learned and best practices to get from stage 0 to 3.
- Implement normal published port hours of operation.
- Resume normal personnel rotations.
- Begin pilot and tug master training and assessments at MITAGS.
- Fully institute INSURV inspections, assessments, certifications and training events.

**The ‘New’ Normal (sustain for 6 months)**

- Continue to execute all previous actions outlined in stage 0 through 3 and monitor.
- Sustain normal published port hours of operation. Retain plans for return to 0 in the event of reflash.
- Minimize need for entry onboard ships or bubbles, don appropriate PPE when entry is necessary.
- Sustain normal personnel rotations. Identify/update shift personnel and BPT fall back on stage 0 schedules as required, in the event of reflash.
- Resume normal operations at all ports. Retain plans to institute screening in the event of reflash.
- BPT to take reflash actions.

**Reflash:**

- Return to appropriate stage in area of reflash to contain and prevent spread.
- Coordinate with tenants/fleet to institute bubbles around deployable units.
- Assess health of critical workforce (e.g. pilots and tugmasters).
AIR OPERATIONS

Stage 0: Set Conditions for Reset

- Identify those airfields that have reduced hours of operation to protect staff and minimize potential exposure.
- Identify locations where ATC controllers, GEM technicians, and station aircraft units have had to reduce training opportunities. Evaluate impacts to controller, technician & aircrew currency and proficiency.
- Identify locations where flight physicals for ATC controllers and station aircraft pilots/aircrew that need waivers for extension.
- Continue to update and track ATC and Airfield NATOPS inspections that have been delayed/postponed indefinitely and begin to develop new inspection schedules.
- Keep track of locations where fleet week & airshows (FWAS) have been cancelled.
- BPT discontinue passenger screening for COVID-19 when directed to do so by higher authority.
- Identify terminal personnel for potential re-flash.
- Continue to track locations where arresting gear (E-28B) inspections have been curtailed or postponed by NAVAIR (CAFSU). Work with NAVAIR to develop new schedule.
- Continue to track locations where FAA flight checks on airfield navigation equipment (instrument landing systems; etc.) have been delayed or postponed. Work with FAA to develop new flight check schedule.

Stage 1: Reconstitute the Staff

- Consider adjustments to PRDs for key personnel (ATC, GEM, Station A/C; etc.).
- As soon as feasible, coordinate with flight surgeon to re-schedule overdue physicals.
- Re-baseline all ATC and Airfield NATOPS evaluations. Consider renewed fleet week and airshow schedule.
- Continue with passenger screening at air terminals.
- Update schedule to renew CAFSU inspections of arresting gear.
- Coordinate with FAA inspection team to develop a new schedule for flight certifications of air navigation equipment at airfields.

Stage 2: Initial Return to Service

- Adjust PRDs as necessary for key personnel (ATC, GEM, Station A/C; etc.). Commence training plan to get back to full mission capability.
- Track air traffic controller, pilot & aircrew as they update flight physicals.
- Develop new ATC and Airfield NATOPS evaluation schedules.
- Develop new fleet week and airshow schedule.
- BPT execute renewed CAFSU inspections of arresting gear at CNIC airfields.
- BPT execute renewed inspection schedule of air navigation equipment in coordination with FAA.
Stage 3: Full Service Restoration

- Implement normal published airfield hours of operation.
- Resume normal personnel rotations.
- Update controller, pilot and aircrew NATOPS training jackets.
- Finalize and implement updated NATOPS evaluation schedules (ATC & Airfield evaluations).
- Resume normal FWAS schedule.
- Stand down from passenger screening, when directed by higher authority.
- Begin new inspection schedule of E-28B arresting gear with CAFSU team.
- Begin new inspection schedule of air navigation equipment with FAA.

The ‘New’ Normal (sustain for 6 months)

- Sustain normal published airfield hours of operation. Retain plans for return to stage 0 in the event of a reflash.
- Sustain normal personnel rotations. Identify/update shift personnel and BPT fall back on stage 0 schedules as required, in the event of a reflash.
- Maintain controller, pilot and aircrew currency/proficiency. Where possible, consider re-baseline of NATOPS and other qualifications for personnel approaching near-term expiration to ensure maximum flexibility in the event of a reflash.
- Sustain NATOPS evaluation schedules (ATC & Airfield).
- Resume normal operations at Navy passenger terminals. Retain plans to institute screening in the event of a reflash.
- Standardize and publish inspection schedule for arresting gear across CNIC enterprise.
- Standardize inspection schedule for air navigation equipment.

Reflash

- Assess health status of critical workforce (e.g., air traffic controllers).
- Re-implement enhanced health protection measures (contactless turnover).
- Follow direction of higher authority. As soon as possible, revert to Stage 0 actions, based on planned arrangements from Stages 2 and 3.
FORCE PROTECTION

Stage 0: Set Conditions for Reset

- Determine risk and revise SOP for common gathering functions such as Guard Mount.
- Identify NSF member training/weapons requirements that were suspended and establish a plan to bring into currency.
- Determine which department training and drilling A1 requirements needs to be conducted to return to currency.
- Determine what pre-COVID planned security equipment maintenance, install, survey etc., is still outstanding and compare it against remaining funding/travel time. Evaluate priority of work.
- Establish a range usage plan to meet weapons qualifications requirements for NSF and tenants as needed (reach out to tenants for their requirement). Assume current OPNAV policy for extension of qualifications will be maintained.
- Contactless guard mount/physical spacing during guard mount.
- Administrative/virtual review of assessment material and preparations.
- Joint PW and tenant/occupant walkthroughs before personnel return:
  - HVAC Balancing
  - H2O Flushing
  - Custodial oversight
  - Pest control
- Update CART/FEP assessment schedule and coordinate with external stakeholders.
- Regions commence coordination and planning for RASS visits required within the next 120 days.

Stage 1: Reconstitute the Staff

- Open, closed or reduced use ECPs (based on local Commander’s requirements).
- Ensure weapons currency (or waiver in place).
- Assess and justify need for continued use of reserves or additional reserve support.
- Confirm NSF assessment teams (CNIC, NCC, Region) approve schedule and ready to travel.

Stage 2: Initial Return to Service

- Open, closed or reduced use ECPs that were not opened during stage 1.
- Prepare to recommence CART/FEP cycle, CsUAS installs, Physical Security planned projects, individual and unit training to include NSOXPs, weapons qualification requirements, HHQ assessments, and Mission Assurance assessments.
- Coordinate return of UPTP students to FLETC.
- Continued use of “no touch” ID card scanning.
- Execute all HHQ directives/message/notices that direct return to service activity.
- Prepare to commence NSF CART / FEP assessments; confirm travel; confirm Regions have installations ready for assessment.
- Recover limited Visitor Control Center (VCC) capacity.
Stage 3: Full Service Restoration

- Return to all suspended physical security checks (lock checks, etc.).
- Upon lifting of travel restrictions recommence CART/FEP cycle, CsUAS installs, physical security planned projects, individual and unit training to include NSOXPs, weapons qualification requirements, HHQ assessments, Mission Assurance assessments, etc.
- Assume all pre-COVID FP measures and posture IAW timeline established by HHQ.
- Return UPTP students to FLETc for instruction.
- NSF assessment teams begin with re-FEP and CART allowing time for RASS prior to FEP.
- Recover full Visitor Control Center (VCC) capacity.

The ‘New’ Normal (sustain for 6 months)

- Share best practices through SECO’s Toolbox.

Reflash

- Assess health status of critical workforce (e.g., NSF).
- Consider enhanced health protection measures (e.g., touchless ECP ID vetting).
- Implement FHP as directed by installation commanding officer ICW PHEO.
SAFETY

Stage 0: Set the Conditions for Reset

- Continue Installation Safety boards without interruption.
- Continue virtual training, document any shortfalls due to remote work.
- Re-baseline risk assessment program for suspended processes.
- Identify workplaces that operate with essential personnel only. Determine protection for staff to minimize potential exposure.
- Identify workplace locations that have had reduced training opportunities to meet compliance requirements. Perform risk assessment and program evaluation to identify gaps in compliance.
- Continue to update and track workplace inspections that have been delayed/postponed indefinitely. Begin to develop new inspection schedules based on risk.

Stage 1: Reconstitute the Staff

- Evaluate staff qualification status.
- Establish initial local inspection plans base on re-baselined risk assessment program.
- Consider PRD adjustment for key positions, RPD, Deputy RPD, Region ESO, IPDs, etc.
- Re-baseline all workplace evaluations and risk assessments.
- Update scheduled revisions based on risk.
- Coordinate with 3rd Party Auditor schedules (i.e. Navy Safety Center, Naval Audit Service, etc.) to avoid repeat inspections.
- Develop training plan to get personnel to pre-COVID capability.

Stage 2: Initial Return to Service

- Conduct risk assessments for restarted work processes that were suspended.
- Reset window of 30 days for explosive safety program before explosive safety inspections. This window will also allow the regions explosive safety officer to conduct a region visit.
- Adjust PRDs for key personnel as necessary.
- Commence training plan to get personnel to pre-COVID capability.
- Develop new program evaluation and risk assessment schedules in ESAMS.
- Execute revised inspections based on risk.

Stage 3: Full Service Restoration

- Resume normal inspection/assessment and training schedule as travel permits.
- Resume PRE-COVID personnel rotations.
- Update training records for inspectors and operating personnel (i.e. Fall Protection Program Managers, Respiratory Protection Program Manager, Confined Space Program Manager, etc.).
- Finalize risk assessment and program evaluation for high risk locations (i.e. high risk industrial, Medium industrial.).
- Resume inspection and training schedules.
- Begin assessment of low risk operations.
- Begin training for low risk operations

**The ‘New’ Normal (sustain for 6 months)**

- Maintain regular inspection, assessment, training schedule and support of explosive safety events.
- Sustain normal workplace training and inspection operations.
- Maintain plans to return to stage 0 in the event of a reflash.
- Sustain normal personnel rotations. Identify, update and shift personnel and shift back to stage 0 schedules as required in the event of reflash.
- Maintain SOH and ES inspector currency and proficiency. Where possible consider other qualifications for other personnel approaching near term expiration to ensure maximum flexibility in the event of a reflash (i.e. Motorcycle training).
- Sustain OSH and ES schedules.
- Standardize and publish new Triennial (ECH II) and SOHME (ECH III) schedules.
- Weigh current conditions to restart motorcycle safety training.

**Reflash**

- Conduct safety risk assessments for commands with critical services/capabilities.
- Return to virtual training, document any shortfalls due to remote work.
- Follow direction of higher authority. As soon as possible revert to stage 0 actions based on planned transition from stages 2 and 3.
TRAINING AND EXERCISES

Stage 0: Set Conditions for Reset
- Assess and document deferred audits, inspections, and assessments.
- Develop contingency plans for initial restart working within travel ban timelines and available FY20 funding.
- Continue and monitor online individual training and certifications per shore requirements and IDPs.
- Review/revise training and exercise curricula/plans.
- Update training and exercise policies.

Stage 1: Reconstitute the Staff
- N36 has a small footprint across echelons and is typically ISO N37 during real world incidents, typically Category 5 MEP, and therefore essential to C3 in Ops Centers and thus is in first wave of staff reconstitution.

Stage 2: Initial Return to Service
- Implement travel safety mitigations.
- Ensure only healthiest (less vulnerable) members travel.
- Execute stage 1 prioritized travel plan for: formal pipeline courses (PCO/PXO); team-training support (ATT/T/ROC/EOC); RTAV; CART; RASS; and FEP.

Stage 3: Full Service Restoration
- Recomence unrestricted/routine command integrated training and exercises.
- In the wake of COVID-19, prioritize MTT/RTAVs travel ICW required assessment timelines and pipeline training requirements (PCO/PXO).
- Continue to utilize PPE, voluntarily.

The ‘New’ Normal (sustain for 6 months)
- Review, revise and implement enterprise lessons learned.

Reflash
- Reset to stage 0.
EMERGENCY MANAGEMENT

Stage 0: Set Conditions for Reset

- Facilitate recovery and reconstitution working groups.
- Evaluate impact of continued cancellation of scheduled emergency management program assessments (EMPA) and region assist (RASS) visits conducted by CNIC and Region.
- Continue remote/virtual support of EOC IMT, ROC IMT, and CNIC CAT for COVID 19 response.
- Continue to coordinate with regions and installations to de-conflict other competing requirements to develop draft RAS and EMPA schedule upon cancellation of travel restrictions.
- ROCs, Dispatch Centers, and EOCs establish bubbles and implement hand washing stations at all operation centers and workspaces.
- Dispatch Centers (RDC/LDC) continue dispatching first responders and monitoring fire and security alarms.
- Monitor COVID impact on other disaster preparedness (hurricane, wildfire, etc.).
- Maintain all echelon accountability for PPE requirements and inventory.

Stage 1: Reconstitute the Staff

- Resume in-person NIMS training.
- Finalize RAS and EMPA schedule.
- Prepare for return of non-critical staff; rigidly enforce entry criteria to EOC, Dispatch and ROC.

Stage 2: Initial Return to Service

- Activate/deactivate ROCs and EOCs as required.
- Review region and installation IMT training; prioritize and update training schedule as appropriate.
- Coordinate with N3E, regions and installations to schedule RAS and EMPA.
- Coordinate with reserve unit to provide CAT members for COVID 19 response.
- Installations prepare EOCs for visits; ensure EM staff are healthy to participate in RAS and EMPA.

Stage 3: Full Service Restoration

- Prioritize EMPA and RASS in accordance with required assessment timelines.
- Prioritize 8010 Major Shipboard Fire Drill (MFD) requirements with NAVSEA and N30.
- Align exercise schedules with Fleet, region and installation schedules.

The ‘New’ Normal (sustain for 6 months)

- Monitor regional health conditions and validate against travel/training requirements.

Reflash

- Increase Reserve unit staffing for CAT.
- Initiate daily CAT brief and activate SEOC.
- Implement Stage 0 in coordination with PHEO, EMO and Command Staff.
FACILITY SERVICES/OTHER PWD SERVICES

Stage 0, 1: Function Specific Actions

- Coordinate with NAVFAC for technical guidelines and procedures for facility related programs.
- Facility Services: Develop guidance and procedures for initial sanitation cleaning and daily sanitation of high touch surfaces based on Navy guidance.
  - Execute contract actions to resume janitorial services that were reduced or suspended due to COVID-19.
  - Execute contract modifications for additional janitorial measures (if any) due to COVID-19 response.
  - Determine if one time deep cleaning is required for areas with reduced services.
  - Allow contractors time to test workers as required and train on any revised social distancing procedures, as necessary.
- Sustainment/Environmental: Inspect mechanical equipment for issues from prolonged idleness (generators, fuel tanks, pumps, lift stations, HVAC, etc.). Continue modified inspection and certification program.
- Domestic Water Systems: Flush underutilized water systems and building water systems to exchange a minimum of three total plumbing water volumes. Monitor System until residual chlorine values are consistent with values between 0.02-2.0 mg/L.
- Domestic wastewater: Develop and implement plan to inspect wastewater systems that may require re-seeding to ensure discharge quality standards due to zero/low flow.
- Industrial wastewater/pretreatment systems: Similar requirements as domestic wastewater but for installations with industrial activities or industrial tenants that have reduced throughput.
- Hazardous waste: Identify locations that may need DLA to perform pickups to make capacity available before OPS resume that generate significant quantities (assuming pickups couldn't be done before some installations basically shutdown completely).
- Transportation: Implement procedures to sanitize motor pool vehicles and conduct other transportation operations (bus routes) to ensure maximum social distancing.

Stage 2: Initial Return to Service

- Continue coordination with NAVFAC for technical guidelines and procedures.
- Facility Services: Resume full janitorial service with any additional measures implemented due to COVID-19.
- Sustainment: Continue to inspect mechanical equipment for issues from prolonged idleness (generators, fuel tanks, pumps, lift stations, HVAC, etc.) Continue modified inspection and certification program. Execute contract actions to resume contracts suspended due to COVID-19 in accordance with local/regional priorities.
- Hazardous waste: Coordinate with DLA on initial Hazardous Waste disposals.
- Environmental Inspections: Continue general inspections to ensure proper system function during initial system startups.
- Bird Aircraft Strike Hazard (BASH): There may be increased food sources and birds on and around the airfields due to limited maintenance and limited flight operations as various installations. Perform BASH monitoring and take appropriate airfield maintenance actions prior to normal OPTEMPO resumes.
Stage 3: Full Service Restoration

- Continue coordination with NAVFAC required for technical guidelines and procedures.
- Facility Services: Maintain services.
- Sustainment: Mobilize and resume contracts suspended due to COVID-19. Resume full inspection/certification program.

The ‘New’ Normal (sustain for 6 months)

- Maintain full facility services and PWD functions.

Reflash

- Evaluate affected areas and reset to Step 1 as required for staff and contractor functions.
INFORMATION TECHNOLOGY

Stage 2: Initial Return to Service
  o Increase SDP onsite engineering support (Norfolk) if Enterprise Wide Reset conditions are implemented.
  o Institute rotation workforce as conditions allow.

Stage 3: Full Service Restoration
  o Resumption of onsite IA validations; travel in accordance with DoD/Navy/CNIC guidance.
  o Resumption of worldwide site visits in support of DBIDS and PSNet maintenance and modernization projects; travel in accordance with established DoD/Navy/CNIC guidance.

The ‘New’ Normal (sustain for 6 months)
  o Continue delivery of IT support and services utilizing telework and flexible onsite staffing.

Reflash
  o Configure work centers and work schedules to prevent further spread.
Stage 0, 1: Function Specific Actions
- Continue to assess improvements to virtual financial collaboration.

Stage 2: Initial Return to Service
- Continue full services with workforce reconstitution iaw Stage 1 priorities.

Stage 3: Full Service Restoration
- Continue full services with workforce reconstitution iaw Stage 1 priorities.

The ‘New’ Normal (sustain for 6 months)
- Continue full services with workforce reconstitution iaw Stage 1 priorities.

Reflash
- Reassess telework in affected workspace.
N9 Fleet and Family Readiness

Family Services (N91) - Work and Family Life, SAPR, Counseling Advocacy & Prevention, Navy Gold Star

Stage 0, 1: Function Specific Actions

- Determine what services will be available in initial return to service.
- Determine what services will be available in full service restoration.
- Plan for any service delivery modifications.
- Provide guidance to regions as applicable.

Stage 2: Initial Return to Service

- Consistent monitoring of removal of restrictions.
- Begin phasing in services according to current restrictions and necessity.
- Promulgate guidance for new worksite protocols.
- Determine what new normal will look like. Continue to use virtual systems and protocols for service delivery.
- Develop list of travel requirements and priorities from essential to beneficial.
- Continue to phase in services according to current restrictions and necessity (one-on-one services while practicing COVID-19 protocols such as social distancing, PPE, etc.).
- Determine timeframe for conducting trainings and larger group classes.
- Continue to use virtual systems and protocols for service delivery.

Stage 3: Full Service Restoration

- Continue one-on-one and in-person services
- Conduct in-person classes for small groups with consideration of current guidance and policies.
- Begin limited travel and training IAW current policies and restrictions.
- Begin replacing temporary virtual services with in-person, as applicable and as appropriate.
- Consistent monitoring of removal of restrictions.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Monitor changes in restrictions.
- Monitor effectiveness of transition, trainings, and logistics and staff readiness for gaps or inefficiencies.
- Monitor staff behavior and ability to adapt from isolation and transition.

Reflash

- Work and Family Life, SAPR, Counseling Advocacy & Prevention, Navy Gold Star
  - Back to stage 0, or applicable stage, based on HPCON level.
  - Evaluate staff reconstitution and reset Step as required
Fleet Readiness (N92)

Stage 0, 1: N92 Common Actions

- Limit number of patrons allowed (size and physical spacing dependent):
  - Have a plan ready to engage if a staff member or customer tests positive for the virus.
  - Do not allow groups to gather.
  - If meeting is necessary, use phones, videos, or video conferencing to reduce personal contact.
  - Close common spaces.
  - Prop doors open and discontinue use of check-in touch pad.
  - Install Plexiglas at customer service counters where POS is located.
  - Accept credit card sales only to eliminate the handling of cash.
  - Train all staff on cleaning methods in accordance with CDC guidance.
  - Increase cleaning frequency in accordance with customer usage, especially drinking fountains if not closed off.
  - In reception area or lobby, limit the number of customers. Organize or remove seating to allow for a 6-foot distance between seats.
  - Arrange furniture and equipment layout to comply with the 6-foot between pieces:
    - For customer service lines, use tape on the floor to indicate ‘line begins here’ concept and place tape marker at 6-feet intervals.
    - Communicate with customers explaining what service is open, hours of operation, cleaning procedures, rules for engagement, etc.
    - Communicate with vendors prior to opening to ensure product inventory is available.
    - Depending on customer interaction, staff may need to launder uniforms after each shift.
    - Additional contract for increased frequency of facility cleaning to ensure thorough cleaning of locker rooms/restrooms, fitness area, front desk, and lobby.
  - Suspend use of check in touch pad.
- Common Facility Cleaning Actions:
  - Ensure you have and/or can acquire an appropriate amount of ‘hygiene supplies’, including hand sanitizer, hand soap, paper towels, toilet paper, and disinfectant wipes.
  - Additional contract for increased frequency of facility cleaning to ensure thorough cleaning of locker rooms/restrooms, fitness area, front desk, and lobby.
  - Request an increase to BOS janitorial services in locker rooms. Refer to MWR Fitness Standards for basic custodial standards. Lockers limited to daily use with cleaning after each customer.
  - Provide extra cleaning wipes throughout facility for patrons to wipe down the equipment before and after use.
  - Follow CDC guidance on cleaning all surfaces inside your facility.
Galley

Stage 0, 1: Function Specific Actions - Galley

- Continue deep cleaning; monitor staff for wellness.
- Galleys with modified services plan to begin transition to full service restoration.
- Determine what services will be available in initial return to service.
- Determine what services will be available in full service restoration.
- Plan for any service delivery modifications.
- Provide guidance to regions as applicable.
- Determine changes in equipment requirements, facility/office lay-out.
- Adjust seating as required for physical spacing.
- Plan for outside seating on weather permitting days.
- Continue modified/limited service delivery.

Stage 2: Initial Return to Service

- Continue partial service with to-go meals.
- Plan and Initiate orders for full menu restoration.
- Continuous resupply of consumable/sanitizing products.
- Consistent monitoring of removal of restrictions.
- Begin phasing in additional services according to current restrictions and necessity.
- Promulgate guidance for new worksite protocols.
- Develop list of travel requirements and priorities from essential to beneficial.

Stage 3: Full Service Restoration

- Monitor supply chain for continuous resupply of food and consumables.
- Full meal service with consideration of current guidance and policies.
- Continue no self-serve in galleys.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Monitor changes in restrictions.
- Monitor effectiveness of transition, trainings, logistics, and staff readiness for gaps or inefficiencies.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Deployed Forces Support

Stage 2: Initial Return to Service-
  o  Programming:
    ▪  Perform on call support of all ships/submarines, as allowed by REGCOM/Installation.
    ▪  Re-establish contact with assigned ships/submarines RSO/RFC.
    ▪  Communicate with RSO/RFC on special boarding requirements prior to visiting ships/submarines or prior to making deliveries.
    ▪  Re-prioritize to accommodate deployed ship as soon as possible.
    ▪  Inform ships/submarines CNIC HQ will resume Afloat Recreation Program Inspections once travel restrictions have been lifted and fleet mitigation and prevention guidance allows.
    ▪  Expect deliveries of vendor provided equipment to continue as requested by MWR DFS Offices.
    ▪  Communicate often with product suppliers. Expect altered delivery frequency and increased out-of-stock items.
    ▪  Follow Fleet and Installation guidance when considering resuming ARPM Course. Contact CNIC N921D for concurrence prior to the release of course dates.
    ▪  If “wet” signatures on 1149 property transfers are not possible, e-mail confirmation will suffice.

Stage 3: Full Service Restoration
  o  Resume program support including classroom training and ship visits.

The ‘New’ Normal (sustain for 6 months)
  o  Maintain vigilance while exercising all safety protocols.
  o  Resume program support.
  o  Review and adjust capacity limits allowed in each training class.
  o  Continue to be vigilant with cleaning.

Reflash
  o  Back to stage 0, or applicable stage, based on HPCON level.
  o  Evaluate staff reconstitution and reset Step as required.
Fitness Centers

Stage 2: Initial Return to Service-

- Begin with active duty only and increase user groups.
- Advise patrons to avoid exercises that cause hands to contact the floor.
- Reduce or restrict use of commonly touched items that are not cleaned after each use (e.g., showers and lockers).
- Maximize fresh air flow in all fitness spaces, and maintain a relative humidity ≤60%

  **Programming:**
  - Conduct group fitness classes and events only if 6-ft social distancing can be maintained.
  - Special events, fitness assessments, personal training, and contractual services can resume only if social distancing requirements can be maintained.
  - Ensure all Command physical training complies with NAVADMIN 071/20.
  - Inform patrons that moderate intensity exercise has been linked to positive immune system response and that extended periods of high-intensity endurance exercise can make athletes more susceptible to illness for up to 72 hours after the exercise session.

Stage 3: Full Service Restoration

- Monitor facility usage and add additional user groups while maintaining social distancing.
- Restore additional services as allowed.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations to include all user groups.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce programs and equipment.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Aquatics

Stage 2: Initial Return to Service

- **Facility and Equipment Use:**
  - Begin with active duty only and increase user groups.
  - Allow lap swim only.
  - Remove individual swimming aids.
  - Advise patrons to avoid activities that cause the hands to come in contact with the floor.
  - Reduce or restrict use of commonly touched items that are not cleaned after each use (e.g., showers and lockers).
  - Maintain accurate records of disinfectant/pH measurements and maintenance activities.
    - Test pH and disinfectant levels at least twice per day (hourly when in heavy use).
    - Maintain filtration and recirculation systems according to manufacturer recommendations.

- **Programming:**
  - Special events, swim lessons, etc. can resume if in your area based on local guidance and implementation of proper protocols.
  - Ensure all Command physical training complies with NAVADMIN 071/20.
  - Inform patrons that moderate intensity exercise has been linked to positive immune system response and that extended periods of high-intensity endurance exercise can make athletes more susceptible to illness for up to 72 hours after the exercise session.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all pool safety protocols.
- Resume facility and program operations to include all user groups.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce programs and equipment.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Intramural Sports

Stage 2: Initial Return to Service-

- Facility and Equipment Use:
  - Enforce social distancing measurements.
  - Suspend towel service, patrons to provide own towels.
  - Clean and sanitize all sports equipment when returned from customer use.

- Programming:
  - Limit to non-contact sports only where the 6-foot social distancing can be maintained (tennis, 3-point shootouts, home run derby, etc.).
  - Contact sports can resume IAW local area and installation guidance.
  - Ensure all Command physical training complies with NAVADMIN 071/20.
  - Inform patrons that moderate intensity exercise has been linked to positive immune system response and that extended periods of high-intensity endurance exercise can make athletes more susceptible to illness for up to 72 hours after the exercise session.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume program operations to include all sports as the environment allows.
- Review and adjust capacity limits allowed to maintain safe environment.
- Slowly reintroduce programs and equipment.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Liberty/Single Sailor

Stage 2: Initial Return to Service

- **Programming:**
  - Suspend facility based organized activities unless 6-foot social distancing can be maintained.
  - Special events, activities, classes, trips can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Research other methods for program engagement that allow for adequate social distancing.
  - Suspend resale operations that include handling of food (nachos, hotdogs, and popcorn). Pre-packaged items (candies, canned/bottled drinks, chips) can be sold. No self-serve food at any event.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce trips keeping participant number below 10 until program is at full operation.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Library

Stage 2: Initial Return to Service

- **Facility and Equipment Use:**
  - Consider offering ‘by appointment only’ facility use.
  - Sanitize books returned (as per CDC guidelines based on book cover).

- **Programming:**
  - Suspend facility based organized activities unless 6-foot social distancing can be maintained.
  - Events, activities, classes, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Research other methods for program engagement that allow for adequate social distancing.
  - Advertise access and use of the Digital Library.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Community Recreation

Stage 2: Initial Return to Service - Equipment Rental

- **Facility and Equipment Use:**
  - Review and adjust capacity limits as environment allows. Consider offering ‘by appointment only’ facility use.
  - Limit rentals to items that can be thoroughly cleaned and sanitized.

- **Programming:**
  - Events, activities, classes, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Research other methods for program engagement that allow for adequate social distancing.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.

Stage 2: Initial Return to Service Community Recreation – Trips and Tours

- **Programming:**
  - Enforce social distancing measurements. Limit number of participants in vehicles.
  - Only trips to areas considered “off the beaten path” allowed until influenza-like illnesses and COVID-like cases of illness in your area have trended downward for 14 days.
  - No tours to high risk/crowded areas.

- **Transportation Cleaning:**
  - Ensure you have and/or can acquire an appropriate amount of hygiene supplies, including hand sanitizer, hand soap, paper towels, toilet paper, and disinfectant wipes.
  - Provide disinfectant wipes or hand sanitizer to customers when they get on/off the vehicle.
  - Vehicle is cleaned and sanitized thoroughly after each use.
  - Before loading and unloading, prop doors open to avoid contact surfaces.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume trip and tour operations as environment allows.
- Review and adjust capacity limits allowed in each vehicle.
- Continue to be vigilant with cleaning of vehicles.
Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.

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**Stage 2: Initial Return to Service: Community Recreation – Tickets**

- Enforce all N92 common practices

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**The ‘New’ Normal (sustain for 6 months)**

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Continue to be vigilant with cleaning.

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Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.

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**Stage 2: Initial Return to Service: Community Recreation – Classes**

- **Facility and Equipment Use:**
  - Limit number of patrons allowed. Review and adjust capacity limits as environment allows, possibly offering ‘by appointment only’ facility use.
- **Programming:**
  - Suspend facility based organized activities unless 6-foot social distancing can be maintained.
  - Events, activities, classes, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Research other methods for program engagement that allow for adequate social distancing.

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**The ‘New’ Normal (sustain for 6 months)**

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

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Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Auto Skills

Stage 2: Initial Return to Service

- **Facility and Equipment Use:**
  - Limit number of customers inside space. Review and adjust capacity limits as environment allows, possibly offering ‘by appointment only’ facility use.
  - Limit use of equipment to individual tools that can be easily disinfected after each use, recommend not issuing full toolboxes.

- **Programming:**
  - Enforce social distancing measurements.
  - Events, activities, classes, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Bowling

**Stage 2: Initial Return to Service**

- **Bowling Facility and Equipment Use:**
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Limit usage of bowling lanes
    - Open even lanes one day and odd the next. This will ensure social distancing and allow the lanes a deep cleaning every other day.
    - Allow families to bowl together, all others spaced out.
  - Bowlers will be required to leave all bowling balls and shoes at lane for disinfecting. No bowler will return these items.

- **Dining Space and Equipment Use:**
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Check expiration dates on any F&B items that have been onsite during closure.
  - Limit dining capacity:
    - To 50% or less to allow patrons to spread out throughout the space.
    - Using the CDC 6-feet social distance guidance and allow families to sit together but keep distance from other customers. Use outside seating if available.
    - No self-service food.

- **Programming:** Events, lessons, leagues, etc. can resume if in your area based on command guidance.

**The ‘New’ Normal (sustain for 6 months)**

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.

**Reflash**

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
**Golf**

**Stage 2: Initial Return to Service**

- **Pro Shop / Driving Range Facility and Equipment Use:**
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Suspend use or sanitize hourly the communal computer used by golfers for score input.
  - Spread out hitting areas on the driving range.

- **Dining Space and Equipment Use:**
  - Limit number of customers inside space. Review and adjust capacity limits as environment allows.
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Check expiration dates on any F&B items that have been onsite during closure (if your F&B area was closed).
  - Golf carts sanitized between each use.
  - If authorized, rental clubs sanitized after each use.
  - Limit dining capacity:
    - Limit dining capacity to 50% or less to allow patrons to spread out throughout the space.
    - Use the CDC 6-feet social distance guidance and allow families to sit together but keep distance from other customers. Use outside seating if available.
    - No self-service food.

- **Programming:**
  - Enforce social distancing measurements. Do not allow groups to gather at the first tee, utilize Starter position to monitor.
  - Events, lessons, leagues, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Offer specials to encourage ‘walkers’ to assist with the social distancing and sanitizing of carts.

**The ‘New’ Normal (sustain for 6 months)**

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

**Reflash**

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Marina

Stage 2: Initial Return to Service

- Facility and Equipment Use:
  - Rental equipment limited to safety and other necessary items. All items sanitized by employees after each use.

- Programming:
  - Enforce social distancing measurements. Do not allow groups to gather in common areas.
  - Events, lessons, rentals, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Motion Pictures/Theaters

Stage 2: Initial Return to Service

- **Facility and Equipment Use:**
  - Limit theater capacity. Review and adjust capacity limits as environment allows. (including smaller Sailor center theaters)
    - To 50% or less to allow patrons to spread out throughout the auditorium. If applicable, close balcony to reduce cleaning requirement.
    - Social distance guidance to keep patrons 2-3 rows apart and 3-4 seats between.
    - Allow families to sit together but at a distance from other patrons.
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Limit to one show per day to allow for deep cleaning.
  - Ensure all projection equipment (and NDVD players) are working properly. Have a backup NDVD player available in case of issues.
  - Develop Movie Schedule:
    - Once opening date is determined, identify what DCP content has remaining playdates.
    - Ensure you have drives and keys for DCP titles (if not reach out to labs).
    - If no DCP content available, find DVD titles that will provide a variety of options for your patrons.
    - Update NMPS movie schedule (this can include NDVD titles).

- **Concession Space and Equipment Use:**
  - Conduct Operational Readiness Inspection (ORI) prior to opening. Identify and address any safety issues.
  - Check expiration dates on any F&B items that have been onsite during closure
  - Suspend self-help drinks, offer canned or bottled drinks/water only.
  - Offer packaged candy or pre-prepared snacks only. Consider no concession offerings and allowing customers to bring in own snacks.

- **Programming:**
  - Events, groups, parties, movie schedule, concessions, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Offer outdoor movies as weather permits and social distancing can be enforced.
  - Utilize NDVD, as DCP content becomes limited or facility closures.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Recreational Lodging

Stage 2: Initial Return to Service

- **Facility and Equipment Use:**
  - Review and adjust capacity limits allowed inside park/lodging. May phase inventory to allow opportunity to deep clean and sanitize recently vacated spaces.
  - Remove customer access to coffee maker and condiments. Staff will provide.
  - Conduct complete walkthrough of facility and guest spaces to ensure everything is operable and ready for service.
  - Ensure grounds are maintained to standards.

- **Programming:**
  - Enforce social distancing measurements. Do not allow groups to gather in common areas.
  - Events, groups, parties, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Navy Gateway Inns and Suites

Stage 0, 1: Function Specific Actions

- Determine if common spaces are adequate to ensure social distancing at least 6 ft. apart, if not have a plan to reconfigure or close-off (business centers, conference rooms, lobby)
- Amenities
  - Lobby Coffee Service. Modifications ensure single touch point: Individually wrapped coffee cups, coffee pods, wrapped sugar, and minimal stock provided for frequent “organization of the area”, etc. Frequent sanitizing by lodging staff
  - Lobby Seating. Managed at each site based on configuration and ability.
  - Ice Machines. Individual service area; no bin-type ice machines. Frequent sanitizing by lodging staff.
  - Vending. Individual service managed by NEXCOM. Frequent sanitizing by lodging staff.
  - Grills. Available for guests use with appropriate social distancing.
  - Laundry Operations. Laundry services meet all CDC requirements (highest temperature and chemicals) for washing/drying/ironing machines.

Stage 2: Initial Return to Service

- Currently operational.
- Staffing appropriate to occupancy requirements.

Stage 3: Full Service Restoration

- Reservations accepted by all eligible travelers for lodging.
- Reservations accepted for conference/meeting spaces, where applicable.
- Staffing, services, amenities, training, meetings resume.

The ‘New’ Normal (sustain for 6 months)

- Delivery full menu of NGIS services.
- Staff travel for training and meetings.

Reflash

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Child and Youth Programs

Stage 0/1: Function Specific Actions
- CYP Contingency Level 3 and/or 4
- Assess non-high risk staffing levels and initiate/communicate order of return to include employee transfers between programs in order to determine childcare capacity.
- Coordinate with the local NAF HR on return to work order for high-risk employees.
- Initiate new hire actions where necessary.
- Implement process for deep cleaning of facility, including interior and exterior environments, classroom toys, materials etc.:
  - CYP staff are to assist with the facility cleaning;
  - If a program closes due to a positive COVID testing, if available, use a contracted cleaning company for deep cleaning/sanitizing requirements.
- Initiate the order of food and replenishment of supplies.
- Implement/install additional physical barriers as needed.
- Prepare for health screenings for a larger number of staff and patrons.
- Communicate with the Commanding Officer on overlay of priorities and establish sub prioritization so the program can support capacity with available staffing levels. Overlay of Priorities in order of priority:
  - Medical employees;
  - CYP Employees;
  - Single Active Duty;
  - Installation Commanding Officers can establish a sub prioritization based on unique installation mission requirements.

Stage 2: Initial Return to Service
- CYP Contingency Level 1 and/or 2
- Support current patrons with Mission Essential Childcare Declarations (both families enrolled prior to COVID 19 and families that needed “temporary” care during crisis).
  - Mission Essential Childcare Declaration will be updated to provide guidance to temporary and new families on re-opening efforts;
  - CNIC CYP will provide an email template for parent notification;
  - No new Mission Essential Childcare Declarations outside of existing patrons should be supported;
    - The Commanding Officer can provide exceptions on a case-by-case basis.
    - Assessment of “Temporary” patron usage will occur on a weekly basis and will accept children so long as the program has capacity and staff.
- If childcare demand is more than can be supported Overlay of Priorities will be implemented.
- Do not accept new childcare space offers from MCC waitlist.
- Request for care should continue for new families and “temporary families”.
- Existing patrons who choose to self-care will continue to have fees waived until Full Service Restoration resumes.
- Provide CDH COVID 19 subsidies for patrons who continue to self-care.
  - If a CDH provider refuses to provide care to an existing patron who submits a Mission Essential Childcare Declaration or who does not meet exclusion requirement, the COVID-19 subsidies and parent fee reimbursement will discontinue.
o Once Stage 3 Full Service Restoration is implemented at the installation, CDH COVID 19 subsidies will end.

- Suspend new childcare spaces for summer camps in MCC until the program can implement Stage 3 Full Service Restoration. Communication with current patrons on a weekly basis to determine childcare needs for summer.
- Maintain enhanced daily sanitation/custodial requirements.
- Order food (as needed) and replenishment of supplies (cleaning, sanitation, etc.).
- Notify all personnel on Telework and/or Weather and Safety leave that the center is increasing services.
- Coordinate with the local HR about order of return for high-risk employees and identify work environments conducive to the return of high-risk personnel as determined locally.
- Maintain blue/gold schedules until demand for care increases.
- For programs that consolidated into one center, re-open additional centers as demand dictates.
- Open closed classrooms and continue to maintain single ratio group size in a classroom to support physical distancing measures. As demands increase, programs should begin stepping up enrollment until they have reached normal classroom capacity.
- Maintain approved reduced hours.
- Adjust hours of operation to meet demand with notification to region and CNIC HQ N926.
- Suspension of supplemental programs (hourly care, part day preschool, etc.), Teen Programs, and Youth Sports and Fitness unless determined by installation in coordination with the region and CNIC CYP that supplemental programs are necessary.
- Offer virtual Teen Programs as staffing levels allow.
- Resume CDH Home visits. Employ physical distancing measures and use of face coverings.
- Begin facility inspections as inspectors can support.
- Suspend Multi-Disciplinary Team Inspections.
- No off base field trips for SAC.
- On base “field trips” are authorized but must adhere to physical distancing requirements established by the command.
- Postpone TS Gold requirements to include child observations.
- Postpone SAC core programming requirements.
- Planning of engaging activities should continue.
- Postpone staff observations.
- Postpone / defer optional training.
- Implement virtual training or distance learning for required training as deemed necessary and prioritize training that impacts health/safety (e.g. First Aid/CPR).
- Postpone teacher in-service days.
- Minimize congregations of large staff groups. (i.e., modify break room seating; stagger break times).
- Staff will sign children in/out.
- Restrict visitor access to classrooms.
- Review procedural changes in daily tasks to increase physical distancing.
- Manage group size in a classroom to support physical distancing measures. Re-open classrooms as needed and staffing allows.
- Conduct Enhanced Health Screening for children, parents, staff, and visitors.
- Staff face coverings and enhanced handwashing and sanitation requirements are required.
- Suspend Family Style Dining, sensory table use, and teeth brushing.
Stage 3: Full Service Restoration

- CYP Contingency Level 1
- Discontinue use of Mission Essential Childcare declaration form.
- Discontinue parent fee waivers:
  - Programs shall notify families and provide a two-week period for their child/ren to return.
  - If child/ren do not return within the two-week period, the unpaid space/s will not be held and the family will need to re-apply for care through MCC.
  - Fees will begin once the child/ren return to care.
  - Commanding Officer may approve a hardship waiver and delay implementation of fees if child/ren do not return to care.
- Discontinue CDH COVID-19 subsidies.
- MCC request for care should continue for new families.
- Validation of the MCC waitlist should begin; program should start offering spaces.
- Maintain daily sanitation/custodial requirements.
- Order food (as needed) and replenishment of supplies (cleaning, sanitation, etc.).
- Discontinue blue/gold schedules.
- Coordinate with the local HR about order of return for high-risk employees and begin to add these employees to the schedules.
- All centers and classrooms should be open for care as needed.
- Re-establish prior operating hours for programs that have a requirement.
- Begin supplemental programs (hourly care, part day preschool, etc.), Teen Programs, and Youth Sports and Fitness in coordination with the region and CNIC HQ CYP.
- CDH Home visits continue with physical distancing measures and use of face coverings (until otherwise directed).
- Resume facility inspections.
- Establish date for Multi-Disciplinary Team Inspection.
- Suspend off base field trips for SAC until otherwise directed. If field trips are conducted on base, adhere to physical distancing requirements established by supporting organizations.
- Resume TS Gold requirements to include child/staff observations.
- Resume SAC core programming requirements.
- Resume training requirements.
- Postpone teacher in-Service days until otherwise directed.
- Staff will sign children in/out.
- Enhanced Health Screening for children, parents, staff, and visitors.
- Staff face coverings and enhanced handwashing and sanitation are required.

The ‘New’ Normal (sustain for 6 months)

- Schedule and perform all CYP functions with enhanced monitoring

Reflash

- Returns to applicable CYP Contingency Level as directed by Medical/Health Professionals
- Commanding Officer/PHEO will determine what CYP Contingency Level/Reset Stage the program should implement once cleared to re-open.
- Implement CYP Contingency Level requirements for Parent Fees, programming, sanitation and training requirements.
Food and Beverage

Stage 2: Initial Return to Service

- **Dining Facility and Equipment Use:**
  - Limit number of customers inside dining areas. Review and adjust capacity limits as environment allows.
  - Enforce social distancing. Arrange furniture to comply.
  - Limit dining capacity to 50% or less to allow customers to spread out. Allow families to sit together but keep distance from other customers. Place tape on floor.
  - Limit number of patrons at the customer service counter. Utilize 6-foot spacing markers.
  - Utilize facility checklists and guidance provided by CNIC N923 to ensure facility readiness. If needed, the checklists are located in the MWR eLibrary at [www.cnic-n9portal.net](http://www.cnic-n9portal.net).
  - Check expiration dates on any F&B items that have been onsite during closure (if your F&B area was closed).
  - Pay extra attention to food temperatures.
  - Offer on-line order/payment options.
  - Offer take-out service. Improve takeout and delivery packaging, no-touch-sealed.
  - Offer curbside and delivery opportunities.
  - Do more with less; smaller kitchens, simple menus with emphasis on cross-utilization.
  - Utilize heat and serve, partial cooked, ready-to-use, ready-to-heat products.
  - Suspend self-service items (offer canned or bottled drinks/water only).
  - Condiment packets issued by cashier.
  - Catering services follow same protocols.

- **Programming:**
  - Events, parties, etc. can resume if in your area, influenza-like illnesses and COVID-like cases of illness have trended downward for 14 days.
  - Maintain closure of slot machines.

- **Facility Cleaning:**
  - Follow CDC and National Restaurant Association guidance on cleaning all surfaces inside your facility.

The ‘New’ Normal (sustain for 6 months)

- Maintain vigilance while exercising all safety protocols.
- Resume facility and program operations as environment allows.
- Review and adjust capacity limits allowed in each facility.
- Slowly reintroduce activities as environment allows.
- Continue to be vigilant with cleaning.

**Reflash**

- Back to stage 0, or applicable stage, based on HPCON level.
- Evaluate staff reconstitution and reset Step as required.
Housing - Family and Unaccompanied

Stage 0, 1: Function Specific Actions - Family Housing

- Develop procedures for services calls and facility inspections to maintain proper social distancing.
- Wipe down frequently used office equipment hourly (phones, keys/Keytrack after each use).
- Ensure full compliance of janitorial staff with NAVMED P 5010-2Contract in place for initial deep cleaning and nightly thereafter.
- Thorough cleaning of all common areas and workspaces; designate space requirements for social distancing; purchase hand sanitizer for common spaces.
- Establish procedures for appointment, meetings, trainings, and briefings.

Stage 2: Initial Return to Service

- Require personal protective measures for staff and customers.
- Provide all staff with informational material on the pandemic, including signs and symptoms and what to do if symptomatic. Incorporate plan/procedures if someone test positive – reporting, notification, etc.
- Wipe surfaces after each customer.
- Modified hours and occupancy limits for lobby and other waiting areas.
- Resume all service calls with a focus on safety of staff and residents.
- Return to limited on-site inspections with proper PPE.
- Schedule inspections and site visits to begin at Stage 3.
- Limit access to staff, residents, and maintenance personnel.
- Prioritize customer face-to-face interactions.

Stage 3: Full Service Restoration

- Resume Normal Operations with modified sanitizing conditions and practices in place.
- Maintain use of phone, email and appointments to limit face to face interaction.
- Maintain high standards of cleaning.
- Assess staff travel and training requirements.
- Rethink workload and duties to more virtual assistance. Customer service - encourage more appointments and telephone counseling.
- Establish how to conduct business in the future, different work hours, and virtual work spaces.
- Implement appointment/scheduling vice drop-in.
- Resume full on-site inspection protocol with proper PPE.

The ‘New’ Normal (sustain for 6 months)

- Normal Operations; Maintain high standards of cleaning throughout.
- Implement virtual assistance if available - virtual counseling, briefs, trainings, meeting, relax social distancing as permitted.

Reflash

- Revisit Phase 1 or 2; whichever may be appropriate for the conditions.
**Stage 0, 1: Function Specific Actions – Unaccompanied Housing**

- Purchase and install Shield protectors/guards for locations that see customers.
- Define space requirements for social distancing of common areas, lobbies and for interacting with residents and visitors.
- Wipe down frequently used office equipment hourly (phones, key card machines).
- Ensure full compliance of janitorial staff with NAVMED P 5010-2.

**Stage 2: Initial Return to Service**

- Encourage appointments for Front Desk operations.
- Modified hours and occupancy limits for common areas (lobby, lounges, kitchens, laundry).
- Resume all service calls with a focus on safety of staff and residents.
- Schedule inspections and site visits to begin at Stage 3.
- Conduct New Resident Orientation virtually or in groups less than 10.
- Limit access to Command, staff, residents, and maintenance personnel.
- Ensure full compliance of janitorial staff with NAVMED P 5010-2.
- Incorporate ROM buildings back into inventory, as applicable.
- Contact NEXCOM to provided standard services. Coordinate schedule with Public Works on any facility projects that had been placed on hold; contact other vendors as required.
- Wipe surfaces after each customer.
- Prioritize customer face-to-face interactions.

**Stage 3: Full Service Restoration**

- Resume Normal Operations with modified sanitizing conditions and practices in place.
- Restore all personnel to on site.
- Maintain use of phone, email and appointments to limit face to face interaction.
- Maintain high standards of cleaning throughout.
- Allow visitors, limit to common areas.
- Assess staff travel and training requirements.
- Remove ROM designations on Units and Rooms unless occupied by personnel in ROM.
- Implement appointment/scheduling vice walk-in visits.
- Resume full on-site services with proper PPE.

**The ‘New’ Normal (sustain for 6 months)**

- Schedule and perform all FH requests/functions
- Normal Operations - Maintain high standards of cleaning throughout.
- Implement virtual assistance if available - virtual counseling, briefs, trainings, meeting, relax social distancing as permitted.

**Reflash**

- Office Case: Evaluate staff reconstitution and reset Step as required.
- Monitor PPV Inspection staff.
Wounded Warrior

Stage 0, 1: Function Specific Actions

- Plan for all bedside visits that require a surgical mask or N95 to be virtual.
- Develop guidance for field engagement with enrollees within and external to MTF
- Establish procedures for appointment, meetings, trainings, and briefings.
- Conduct virtual TTT prior to recall orienting all staff sanitation procedures for all enrollee FTF engagements and bedside procedures.
- Program should reconstitute in conjunction/coordination with region/local MTF guidance.
- Use CVR for person to person communication.

Stage 2: Initial Return to Service

- Enrollee risk factors and healthcare provider guidance will determine FTF engagements and bedside services.
- Hours of operation will be to the greatest extent possible in conjunction with DHA guidance and local MTF guidelines.
- Continue telework to the maximum extent.

Stage 3: Full Service Restoration

- Assess implementation guidance and procedures and adjust accordingly.
- All staff will return to work based on local MTF guidance and local region needs.
- Resume bedside travel IAW Navy policy and local MTF guidelines.

The ‘New’ Normal (sustain for 6 months)

- Schedule and perform all NWW functions IAW DoD /Navy policy.

Reflash

- Office Case: Evaluate staff reconstitution and reset Step as required.
- Monitor RCC and NMCM staff and reset locally as required.